



## **Prevention Specialist Job Description**

**Job Title:** Prevention Specialist

**Job Type:** Full Time

**Reports To:** Program Coordinator

### **General Position Summary:**

1. To ensure effective and professional program facilitation to community youth and families
2. To provide supervision and guidance during program implementation
3. To empower session participants to make healthy life choices
4. To assist with the development, implementation and evaluation of various health education prevention programs

### **Principle Duties and Responsibilities:**

1. To facilitate research based programming to "at-risk" community youth and families with program fidelity
2. To attend ongoing program meetings and trainings
3. To model professional, responsible behavior at all times
4. Copy and prepare written materials, supplies, etc for each program session
5. Maintain accurate, complete records of programs and projects (including program sign-in sheets and completed participant pre/post test evaluations) to provide the Program Manager with weekly status reports
6. To update the Program Coordinator of any problems associated with a program session including staff issues, low program attendance, tardiness, etc. within 24 hours of the session
7. To have Program Coordinator or Program Manager attend any program meeting with site coordinators, directors or anyone who is making decisions regarding a PW program
8. Utilize database to record program attendance and demographics.
9. Assist with the development of documents and reports
10. Organize and provide presentations to community agencies, schools or businesses on prevention issues
11. Provide health information at local health fairs and booths
12. To uphold the overall mission and goals of Prevention Works, Inc. and abstain from violence and the abuse of alcohol, tobacco, and other drugs
13. To provide other support consistent with job roles assigned
14. To obtain Prevention Specialist certification through the Michigan Certification Board for Addiction Professionals within the timeline of the given professional development plan

### **Minimum Requirements:**

1. Reliable transportation and phone
2. An understanding of "at-risk" youth
3. Excellent verbal and communication skills
4. Excellent organizational skills
5. Computer competence with Microsoft Office applications
6. Experience with culturally diverse groups preferred
7. Evening and some weekend work will be required

**Education:** Bachelor's degree in related field and/or Certified Health Education Specialist, Certified Prevention Specialist, actively obtaining certification, or has ability to obtain certification under the supervision of Prevention Works.

Prevention Works offers a competitive salary and excellent benefit package. Qualified candidates should email (preferred method) or mail a letter of interest and resume to:

[glemmer@prevention-works.org](mailto:glemmer@prevention-works.org)

(Please use "prevention specialist" in the subject line.)

Prevention Works  
Attn: Hiring Committee  
611 Whitcomb, Suite A  
Kalamazoo, MI 49008

Prevention Works is an Equal Opportunity Employer